



MATERIALS WITHDRAWAL AND RECONSIDERATION POLICY

Board approved: 06/17/2024

This policy defines the Community Library Network's review criteria and disposition process for material to be removed from the collection. Materials are defined in the Materials Selection and Acquisition Policy.

Withdrawal of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition; material that is out of print and considered a classic will receive special consideration for retention.
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance

Materials Harmful to Minors

CLN shall not promote, give or make available material harmful to minors to any minor. The library shall take reasonable steps to restrict access by minors to materials as defined in Idaho Codes 18-1513, 18-1514, 18-1515 and 18-1517B. Materials harmful to minors shall be relocated to an area with adult-access-only or as determined by staff.

In addition, upon receipt of proof that any material in the CLN collection has been determined by a court in the US to be harmful to minors, it shall be immediately moved to the adult-access-only section.

Disposition of Materials

Material which has been selected for removal or relocation from the collection during any review process will be relocated or disposed of using one of the following options:

- Dispose of materials
- Donate to friends of the library groups, other non-profit groups or other government agency
- If material is harmful to minors, but produced for adults, move to an adult-access-only area
- If material is harmful to minors, but not produced for adults, move to a library location (other than the adult collection area) not accessible or displayed to minors and only made available to adults

Request for Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Request for Reconsideration of Material form.

The completed form will be submitted to the library director who will review the form for evaluation and recommendations.

The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials.

A review team of library staff will be selected to review the item fully using the Material Selection and Acquisition policy. The decision will be submitted to the library user within 30 days, if possible. If the patron is not satisfied with the decision, they may appeal the decision to the board of trustees in writing within 10 business days. The board will evaluate whether staff appropriately used the Material Selection and Acquisition policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process (except, as necessary, for examination during this process). An item will be evaluated for reconsideration only once in a 3 year period unless the board determines sufficient new compelling evidence is introduced.

Request for Relocation of Material Harmful to Minors

A "Request for Relocation of Material Harmful to Minors" form (the form) may be filled out and submitted by any minor who obtains material, or parent or legal guardian whose child obtained material, in violation of the provisions of Idaho Code Section 18-1517B(2) from the Community Library Network.

A completed form is submitted to CLN per the instructions on the form. The CLN staff, at the direction of the Library Director, shall review the form, and material in question, and recommend a disposition within ten business days of receipt. If the recommendation was made to relocate the material because it is deemed Harmful to

Minors, the relocation shall be accomplished immediately. If the recommendation is to not relocate the material because it is not deemed Harmful to Minors, the case shall be submitted to the CLN Board of Trustees for their review and a decision rendered no later than 60 days from the date the form was originally received. Unless the material in question has been deemed harmful to minors, and except as necessary for examination during the process, the material in question shall not be removed from its assigned location during the review process.

Decisions to relocate material from the CLN collection will be based on guidelines delineated in this policy. When considering if an item should be relocated, the "Miller" test or the more recent US Supreme Court "PICO" (1982) case test (items that contain portions which may be pervasively vulgar), may be used as a guideline.

The CLN decision on the disposition of the submitted form, whether made by staff or by the board, shall be implemented by CLN staff and the form submitter notified of the decision within 5 business days. The board's decision is final. An item is eligible to be reconsidered for relocation only once in a three-year period unless the board determines sufficient new compelling evidence is introduced.

Review of Policy

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, June 17, 2024.